



EASTERN VISAYAS REGIONAL MEDICAL CENTER
Tacloban City, Philippines 6500

NOTICE OF VACANCY

Date: March 06, 2020

Vacancy for the following positions are hereby announced for filling up.

No.	Position Title (Parenthetical Title, if applicable)	No. of Position	Salary/ Job/ Pay Grade	Qualification Standards				
				Education	Training	Experience	Eligibility	Competency (if applicable)
1	ADMINISTRATIVE ASSISTANT I (Administrative Assistant I)	1	7	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None Required	None Required	Career Service (Sub-professional)/ First Level Eligibility	Preferably with hospital experience
2	ADMINISTRATIVE ASSISTANT II (Accounts Liquidation Assistant)	1	8	Completion of two-year studies in college with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	Preferably with hospital experience
3	ADMINISTRATIVE ASSISTANT III (Computer Operator II)	1	8	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility/Data Encoder (CSC MC no. 6, s. 2010)	Preferably with hospital experience
4	ADMINISTRATIVE OFFICER II (Information Officer I)	1	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	Preferably with hospital experience

EVRMC promotes equal employment opportunity for men and women at all levels of position, provided that applicants meet the minimum requirements of the position without discrimination on the account of age, gender, civil status, disability, religion, ethnicity, political affiliation, or other characteristics protected by the law such as but not limited to persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI).

For Person with Disability (PWD) applicants, should you need any assistance, please notify the HR office prior to your scheduled Date of Exam and Interview.

NOTE: All qualified next-in-rank shall be automatically considered candidate for promotion. As such, they shall submit within the prescribed period the documentary requirements necessary in the screening procedure as stated below. None submission of said requirements on time shall mean a waiver of their possible promotion.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and submit to the Medical Center Chief office not later than March 23, 2020.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records and Diploma.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Prepared by:


MARIA REGINA G. MARTINEZ
Administrative Officer III

Noted by:


SONIETA M. GERBOLINGO
SAO, Head of the Human Resource